

INSTRUCTIONS FOR FILING PREQUALIFICATION APPLICATION

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Required information shall be furnished pursuant to the "Administrative Rules Governing the Prequalification of Bidders for Highway and Transportation Construction Work" dated December 31, 1968, and amended December 27, 2002. These amended rules were promulgated into the State of Michigan Administrative Code and became effective December 27, 2002.

PREQUALIFICATION APPLICATION: The prequalification application shall include the prospective bidder's balance sheet with memorandum entries (pages 8-11), income statement (page 12), and supporting schedules. It also shall include pages 5-7, pages 17-22, and a copy of page 4 for EACH WORK CLASSIFICATION REQUESTED.

STATEMENT DATE: For continuous prequalification, the prospective bidder shall file an application once each year as of the end of the prospective bidder's fiscal year. This date shall coincide with the bidder's Federal and State income tax fiscal year. Interim financial statements will not be accepted. For date of filing application see Rule 247.32.

METHOD AND BASIS OF ACCOUNTING: The method and basis of accounting used by the bidder in keeping the books of account and in filing the application shall be disclosed on the balance sheet, page 8. See Rules 247.36 and 247.37.

CPA AUDITED FINANCIAL STATEMENTS: Prequalification for an amount in excess of \$1,000,000 requires the filing of an audit report on which an opinion is expressed as to the overall fairness of the financial statements. This audit report shall consist of a balance sheet, and income statement and other required statements. The balance sheet and income statement included in this application will not serve as CPA audited financial statements. See Rules 247.34(1) and (2).

LIMITATION OF PREQUALIFICATION/NON-AUDITED FINANCIAL STATEMENTS: Prospective bidders submitting financial statements which are not audited by a CPA shall be limited to a rating of \$1,000,000. The application shall be completed in all other respects including verification of cash in bank, certificates of deposit and accounts receivable balances in excess of \$500.00. Compilations and reviews by a CPA are acceptable for this limited rating. See Rule 247.34(2). All information submitted is subject to investigation by the Department.

JOINT OWNERSHIP OF PROPERTY: Property held jointly by the bidder and another party cannot be considered an asset unless both parties are members of the partnership.

INCOMPLETE APPLICATION: All blank spaces in the application must be completed, giving all information as required in Rule 247.22(3). Only complete applications will be accepted. The signatory of this application on page 22 guarantees the truth and accuracy of all statements and of all answers to interrogatories made. It is mandatory that all questions be answered without exception.

NAME OF BIDDER: Each bidder shall list only one legal identity on the cover sheet of the application.

ACCOMMODATIONS/ACCESS: If you need this information in an alternate format such as large print, braille or audio tape, or require another type of accommodation, contact the MDOT Contract Services Division at P.O. Box 30050, Lansing, MI 48909, Voice (517) 335-4281, Fax (517) 373-3707, or TDD/TTY through the Michigan Relay Center (800) 649-3777.

THE PREQUALIFICATION FORMS REFERRED TO IN THE RULES ARE CONTAINED HEREIN, AND ANY REQUIRED ATTACHMENTS, SCHEDULES, AND DATA REQUESTED IS BINDING UPON THE PROSPECTIVE BIDDER. THESE FORMS ARE ALSO AVAILABLE ON LINE AT WWW.MICHIGAN.GOV/MDOT.

SUBMIT ONE COPY OF THE COMPLETED APPLICATION TO: MICHIGAN DEPARTMENT OF TRANSPORTATION, CONTRACT SERVICES DIVISION, P.O. BOX 30050, LANSING, MI 48909. STREET ADDRESS FOR HAND DELIVERY OR OVER-NIGHT EXPRESS APPLICATIONS: 425 WEST OTTAWA STREET, LANSING, MI 48933.